

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: 2009 State Holidays for Excluded Employees	REFERENCE NUMBER: 2008-033
DATE ISSUED: 09/25/08	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Employee Relations Officers**

FROM: Department of Personnel Administration
Labor Relations

CONTACT: Personnel Services Branch
(916) 323-3343
Fax: (916) 327-1886
Email: psb@dpa.ca.gov

The following chart shows the 2009 holiday schedule for excluded employees.

2009 Holiday Schedule – Excluded Employees	
Thursday, January 1	New Year's Day
Monday, January 19	Martin Luther King Jr. Day
Thursday, February 12	Lincoln's Birthday
Monday, February 16	Washington's Birthday
Tuesday, March 31	Cesar Chavez Day
Monday, May 25	Memorial Day
Saturday, July 4	Independence Day
Monday, September 7	Labor Day
Monday, October 12	Columbus Day
Wednesday, November 11	Veteran's Day
Thursday, November 26	Thanksgiving Day
Friday, November 27	Day after Thanksgiving
Friday, December 25	Christmas Day

In addition to the holidays listed, excluded employees receive one personnel holiday per Fiscal Year.

To be eligible for a personal holiday, an employee must either be: (a) appointed to a class that requires a probationary period; (b) appointed to an exempt position where leave credits are earned; or (c) appointed to a Career Executive Assignment (CEA) for more than six months. Once eligible employees complete six months of their initial probationary period, they are credited with a personal holiday for the current Fiscal Year. Thereafter, the personal holiday is credited on July 1 of each year.

Employees with a collective bargaining identified as "E" are ineligible to receive a personal holiday (e.g. Seasonal Clerk).

Personnel staff with questions about this memo should contact the Department of Personnel Administration's Personnel Services Branch at the phone number or email address listed above.

/s/Debbie Endsley

Debbie Endsley
Chief Deputy Director